

Long Term Waste Management Options
Pre-Proposal Meeting Notes
June 24, 2006

1. Elmer Heap, Environmental Services Department Director, gave an overview of the Department including the collection of residential trash and the operations at the Miramar Landfill. Other points included:
 - The 1919 Peoples Ordinance prevents the City from collecting fees for the collection of trash. A vote of the people would be required in order to allow a collection fee to be charged
 - An agreement exists between the City of San Diego and Allied, that allows the City to bring trash to Sycamore as well as the Otay Landfill.
 - The City has one Facility Franchise agreements with Allied for operating a landfill within the City limits and a non-Exclusive Franchise Agreement for collection of waste generated within the City limits.
 - A request for proposal will be issued separately for a Public Tipping Deck/Materials Recovery Facility/Transfer Facility to be located at the Miramar Landfill.
2. Alice Jones, from the City's Equal Opportunity Contracting Program gave an overview of the requirements. A list of certified Disadvantaged Business Enterprise (DBE) firms can be found at http://www.dot.ca.gov/hp/bep/find_certified.htm. If Proposers have additional questions they may contact Ms. Jones at (619) 533-4496
3. Sylvia Castillo, the Project Engineer, highlighted key points in the RFP and walked through the points in the hand out titled, *Long Term Waste Management Options, Pre-Proposal Meeting, June 23, 2006 10:30 a.m.* A copy of this handout is attached. Most of the documents listed in the RFP on pages 8 & 9 would be available for review following the meeting.
4. Additional Comments and, Questions and Answers, included the following:
 - a. **If a consultant has another analysis or recommendation they should title it "Alternative Proposal". It must accompany the prescriptive proposal. Proposers must also include a separate cost proposal clearly labeled "Alternative Cost Proposal".**

If a Proposer feels that the budget is limiting to achieve the final goal, they should propose an Alternative Proposal and Alternative Cost Proposal with the prescriptive proposal as described above.
 - b. **Will the Solid Waste Advisory Committee (SWAC) interface with any existing regional committee or task forces?**

It is not envisioned that it will not do so at this time. However, ESD is looking to the consultant's experience and the consultant's input to guide the composition, scope and characteristics of the SWAC. We know that we want the committee to be advisory only, and as such, their input and recommendations will be advisory only and not in anyway binding.
 - c. **What role is anticipated for the SWAC? Is this more of an outreach or are the members considered to be project participants?**

The SWAC is expected to be members of the community and solid waste stakeholders in the region and that they will provide technical input in their area of expertise. The composition of the SWAC and level of involvement in the project, we look to the consultant to recommend.

- d. The scope of work (Phase 2: Section 2.3.3, Task III) lists the analysis and evaluation of identified impacts such as traffic and biological in the evaluation of facilities and options. How detailed should this work be performed?**

In any project alternative or policy alternative proposed, the environmental impacts of project components should be identified and discussed. However, the detail and specifics in that discussion will be dependent on the specificity of the identified project alternative. In Phase I of this project it would be more big picture and may be a consideration to identify in the matrix. In Phase II, if a facility construction alternative where traffic impact is significant for a project component, these impacts should be discussed in significant detail and specifics should be part of the analysis.

- e. What level of specific and analysis is expected with the project? Is it expected that the consultant ‘drill down’ and provide extensive information on the alternatives identified and analysis to be provided for each option.**

Not necessarily, obviously the more information provided in specifics allows for better decision making at all stages, however, the by drilling down on one we may sacrifice the ability to broaden the scope for exploration of other options. Generally, we are looking to see what types of information the consultant will seek and capture as well as what variables and components will be analyzed to determine it’s feasibility or suitability perhaps in some sort of matrix. The amount of specificity could also be driven by the number of options or recommendations that are identified in Phase I. Fewer options will allow more time and ability to drill down more in Phase II.

- f. Are all phases of the anticipated consultant contract funded at this time?**

ESD currently has phase 1 and 2 fully funded. Phases III is not fully funded because the amount of funding will be dependent on the options exercised that have been identified in phases 1 and 2. We look to the consultant to provide some insight on how the city might be able to fund the options identified in the previous phases.

- g. Are Financial Statements required of the subconsultants? and will the financial statements remain confidential.**

The Financial statement are only required from the Primary Consultant. If a Proposer wishes to have their financial statements remain confidential they should clearly be labeled “confidential” and may also request that they be returned following the termination of the selection process.

- h. A request was made to have all referenced documents listed from the RFP on pages 8 & 9 sent out electronically.**

ESD will send notice sometime next week, which documents are available electronically.

- i. A copy of the list of attendees was distributed and will be sent out electronically.**

Long Term Waste Management Options
Pre Proposal Meeting
June 22, 2006 @ 10:30 a.m.

City Team Members Present:

Elmer Heap, Environmental Services Director
Sylvia Castillo, Project Engineer
Bill Waker, Financial Forecasting Administrator
Michael Thompson, Refuse Disposal Engineer
Ken Prue, Recycling Specialist
David Carey, Department Consultant

1. All potential proposers should register via John Mendivil to receive future correspondences - pg 14
2. Addendum #1 – Pre-Proposal Meeting is not mandatory.
3. All questions (pg 14) must be addressed to Sylvia Castillo via E-Mail at smcastillo@san Diego.gov
Sylvia will be out of the office from June 29 through July 7, 2006.
4. If you wish to review documents listed on pages 8 & 9, schedule an appointment with Sylvia Castillo (858) 492-5032 or preferably Judith Armstrong at (858) 627-3304 or jarmstrong@san Diego.gov
5. Consultant Agreement Boiler Plate. This includes insurance requirements – Request copy via E-Mail to smcastillo@san Diego.gov
6. There is no limit on the number of pages for the Response to the Proposal. We request the Proposals are tailored to the tasks identified in this RFP.
7. Alternative Proposals or Alternative Approaches are encourage but must accompany the prescribed Proposal. See Approach and Work Plan (pg 20) and Statement of Exceptions (pg 21)
8. Cost Proposal (pg 23) – This is an “example” can be reformatted but must be broken down by tasks.

Cost proposal must be submitted separately and sealed. They will not be opened or considered until after a recommendation of a Consultant has been made.
9. Evaluation Criteria (pg 25) – This is a list of Criteria. The actual rating form will include these criteria is varying degrees of weight.
10. All responsive Proposers that meet the minimum qualification listed on pgs 2 & 3 and Proposal requirements listed is Section 4 will be invited to an interview.

Interviews will be scheduled for 1 to 1 ½ hours and is anticipated to be scheduled the week of July 31.
11. The interview panel will consist of 5 or 6 members and their names will not be disclosed.

12. A copy of the list of attendees to this Pre Proposal meeting will be made available for those that request it via Sylvia Castillo at smcastillo@sanidiego.gov